IncíWeb
Incident Information System

Re-Engineered InciWeb Administrative Site Testing Training

Instructions to Presenter	Discussion Points
Creating, Publishing and Updating Incident Information on InciWeb	Note: This is the script that was used to present information during the webinar. While you can use it to find information about different screens and how to enter information into fields, you may not be able to follow all of the instructions in red text as they were written for the instructor, so just adjust those to fit your circumstances. For example, when it says "Select Boise National Forest" on the Unit Home screen, that is because the instructor has access to the Boise National Forest, if you do not, you will not be able to select that, so instead just select a unit that you have access to.
	We will be testing the InciWeb reengingeering in phases over the next several weeks and I'll talk more about how that's going to work later. When we ask you to participate in InciWeb reengineering testing, we will send you an email with instructions and a link to a test site. The test site will be in a discreet environment so while there may be data in there from real incidents that you have worked on in the past, you will be able to update them and also to create new incidents without the information showing up on the public internet site. When you access the test site from the link in the email that we will send you, you will get a log in screen with instructions on how to log in. You can see that this log in screen looks very different from the log in screen on the existing InciWeb Administrative site.

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	The way that you log in to InciWeb and many other Forest Service Fire and Aviation Management IT applications will be changing to what is called the Ness Application Portal or NAP. The idea here is to have a common login so that you don't have different logins for InciWeb, Sit209, or other applications, it will all be the same. That will require you to take some steps to get a NAP login, right now I don't know exactly what that process will be. Again, we will include log in instructions in the emails we send out asking you to help us test InciWeb reengineering. For now, I'm going to enter my existing InciWeb user id in the box and click "Login". Click "Reset" if you need to clear the "User ID" box for some reason, like you entered the wrong user id. *Enter jejones@fs.fed.us in the User ID box and click "Login".* This takes you to the Welcome Screen. The main purpose of this screen is to alert InciWeb users that we have made changes in the InciWeb administrative site and let them know where they can go if they need help. While the InciWeb administrative site looks different we have tried to make it feel the same, so at the top you will see all of the same links - to the Public Site, the Helpdesk, etc. - that you see on the existing InciWeb administrative site. From the Welcome Screen you will also eventually be able to link to online recordings of Help Webinars like this one, training scripts, and the InciWeb manual. If you have trouble while you are testing the InciWeb reengineering, please do not contact the helpdesk, instead, let me know.

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	Towards the bottom of the page, notice the yellow feedback bar. We have incorporated feedback bars like this one throughout the reengineered InciWeb administrative site to help users navigate through it. As it says in the feedback bar, you need to click the "Unit Selection" tab to continue. Notice that the Unit Home and New Incident tabs are "grayed out" and cannot be selected. *Click on "Unit Home" to demonstrate that nothing will happen.* This is another way to direct users to the "Unit Selection" tab.
<u>Unit Selection Screen</u>	Click the Unit Selection tab to continue. *Click the "Unit Selection" tab.* Here you will see a link to the practice site as well as units that you have access to. It would be most helpful if you could work in a unit that you have access to, instead of on the practice site, because that way you will be able to see how the information you enter displays on the public site test site (again, information that you enter will not appear on the real InciWeb internet site). Before we continue, I want to reiterate that this is a Beta version of the reengineered InciWeb administrative site and that we still have some work to do on it. For example, in the Unit Superuser column you can see that the values are True/False, eventually these will be Yes/No to indicate whether someone is a superuser for a unit or not. Highlight a unit that you have access to and Click the "Unit Home" tab.

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	Highlight Boise National Forest and click the "Unit Home" tab.
	When you get to the Unit Home screen, the first thing you will see is the Information Screen. Eventually this will contain tips and other information, but as you can see it, it hasn't been populated yet. Remember what I said about this being a Beta version! From here, you can either create a new incident by clicking on the New Incident tab at the top or you can update an existing incident by clicking on one of the existing incidents for the unit in the table on the left.

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<u>The Unit Home Screen</u>	When you are testing the InciWeb reengineering, we would appreciate it if you could create new incidents and update existing incidents. The test site will be in a discreet environment so while there may be data in there from real incidents that you have worked on in the past, you will be able to update them and also to create new incidents without the information showing up on the public internet site. To find existing incidents in the table quickly, you can sort them by clicking on the column name – the *"Incident Name"* column sorts alphabetically, the *"Status"* column sorts by whether the incident is active or inactive, and the *"Modified"* column sorts chronologically by when the incident record was last updated. *Click the Incident Name, Status, and Modified Columns.*
	Today, I'm going to show you how the re-engineered administrative site works by creating a new incident record, but as I mentioned when you are testing, we would like for you to update existing records as well. To update an existing record, click on the incident name in the table on the left. *Click Little Beaver Complex.* As you can see, the 209 screen opens and is populated with information from the incident that you can then update. You can update the rest of the information in the incident record by simply clicking on the other tabs – Contacts, Summary, etc.

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	We'll take a look at those tabs when we create a new incident. Click the *"New Incident" tab.* The three sections here should look very familiar to you because they are the same ones that are in the existing IncIWeb administrative site: *"Basic 209 Information", "Contact Information" and "Summary Information".* Enter information into at least all of the required fields, just as in the existing InciWeb administrative site. *Enter* "Practice Fire 100" *in the "Incident Name" text box.* Click the drop down box to see a menu of incident types and select the appropriate one. As you can see, drop down boxes look a little different on the reengineered InciWeb administrative site, they are indicated by a square box at the end of a field, not by an arrow as on the existing Inciweb administrative site. *Select "Wildfire".* *Enter* "Fire Information" *in the "Contact Name" text box and enter* "208-208-2088" *in the "Phone" text box.* You can either type directly into the Summary Information Text box or "cut and paste" text from other documents using the *"Paste from Word"* and *"Paste from Plain Text"* tools just as you can on the existing InciWeb administrative site. When you're testing, it would be great if you could try it both ways. *Type the following text directly in the "Summary Information" text box:* "This imaginary fire is growing fast. The goal is to suppress it as soon as possible. There are lots of people and equipment working on it."

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	After you have entered information into all of the required fields, click “Submit”, this is located near the top of the page. This is a little different than the existing Inciweb administrative site where you click Update at the bottom of the page. If you get a “Message from webpage” dialogue box, just click ok. If you get a second “Message from webpage” dialogue box, click “Cancel”. The new incident now appears in the list of existing incidents in the table on the left and the 209 screen is open. If you want to make the screen you are working in bigger, click on the left side of the text box and drag it to the left. Just as in the existing InciWeb administrative site, you can continue to enter information into the 209 screen or you can move to another screen by clicking on one of the tabs – Contacts, Summary, etc. *Enter “human” in the “cause” field.* When you have filled in as many of the fields as you can, click *“Update 209,” and click “OK” on the Message from web page Text Box.* Notice the message in the yellow feedback bar *“209 update was successful”*. Before we move on, I just want to mention, in case you aren’t aware, that there is an effort underway right now to change the ICS 209 form so the names and box numbers on this screen will be changing to correspond with the new ICS 209 form. In the future we will also be working on a feature to autopopulate the 209 screen with information from the ICS 209 form so that you won’t have to fill it all in manually.

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<u>Contacts</u>	Now, you can go to the other tabs and enter information just as on the existing InciWeb administrative site. I am going to go through these tabs pretty fast and just focus on areas where you enter information a little differently than on the existing InciWeb administrative site. *Click the Contacts tab.* Like the existing InciWeb administrative site, this screen displays the primary contact you already entered and enables you to add more contacts. When you see tables like this in the reengineered InciWeb administrative site, the pencils indicate fields that can be edited and the red dots indicate required fields, that is one of the things that will be explained in the information screen we looked at earlier. Also, when you see tables like this in the reengineered Inciweb administrative site, all you have to do is double click in a cell, edit it, and then hit enter to save the change or tab to move to the next cell. *Double click on the phone number, edit it, and hit enter.* Notice the yellow feedback bar indicating a change has been made. In the reengineered InciWeb administrative site, another thing we have been doing to help users navigate is adding “tool tips” - these are indicated by a hand and they bring up a text box with information. *Put cursor over Contact Name so hand and text box are visible.* When you are testing the reengineered site, if you see a place where we could use a tool tip, please

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	include that in your feedback. You can add and copy contacts, and designate a different person as the primary contact, just like you can on the existing InciWeb administrative site. *Click "Add Contact"* *Enter "Linda Miller" in the "Contact Name" text box and press tab to go to the Phone Number text box.* *Enter "208-208-2088" in the "Phone Number" text box and Press "Enter" to submit.* In tables like this on the reengineered InciWeb administrative site, you can press the Escape key to cancel an entry. *Press Esc.* To copy a contact, click on one of the names in the table and click "Copy Contact". *Click on one of the names in the table and click "Copy Contact" then change the name in the "Contact Name" box to* "Mike Martin" *and Press "Enter" to submit.* To change the primary contact, click a contact name in the table, click "Set Primary Contact" and press enter. *Click a contact name, click "Set Primary Contact", then press enter to submit.*
The Summary Screen	On the Summary screen, you can edit summaries you have already created or develop new summaries. To create a new summary, click "Add Summary" *Click the "Add Summary" button.* Then, either type in the text box or use the "*"Paste*

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	as Plain Text" or *"Paste from Word"* tools as we discussed previously. Click "Update" when you are finished to create the summary. *Type* "This imaginary fire is threatening wildlife habitat, popular campgrounds, and historic sites. It is believed to be human caused" *in the "Add a New Summary" text box, then Click "Update".* Notice the yellow feedback bar "Incident summary has been created" You can copy a summary and then edit it, just like on the existing InciWeb administrative site. *Highlight a summary in the table and click "Copy"* *Highlight the copy summary and click "Edit". Edit the text in the "Add a New Summary" text box.* *Type "And airplanes too" into the Add a New Summary box. Click "Update".*
The Articles Screen	On the Articles screen, you can input *"News", "Announcements", and "Closures"* just like on the existing InciWeb Administrative site. *Click "Add Article" to add a new article to an incident record.* Indicate the type of article you want to add by clicking the *"News, "Announcement", or "Closure"* button in the *"Article Information"* box. The intention is for this to be a check box, but as you can see it's not working so well right now – remember this is a Beta version! - so just click on it and when the box appears, move on to the title field. *Click on "Closure".* *Enter* "Forest Roads Closed" *in the "Title" text box.* *Enter* "This is for practice. All forest roads have been closed due to this incident until further notice" *in the "Article Information" text box.*

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	Click *"Save Article"*. Notice the yellow feedback bar that confirms "The incident article has been created" and see the article appear in the table. You can *"Edit"*, "*Delete"*, and *"Highlight"* articles by clicking on the appropriate button just like you can on the existing InciWeb administrative site.
	You can also add related links and files to articles just like you can on the existing InciWeb administrative site. Click on the name of the article and the *"Article Related Links"* and *"Article Related Files"* bars will be displayed below the table. *Click on the* "Forest Roads Closed" *article.* To add a link, click "Article Related Links" and click "Add Link. Enter the URL of the website you want to link to into the URL text box and enter a title for the link into the Link label text box. *Click "Add Link"* *Enter* www.fs.fed.us/fire *into the "URL" text box after http://.* *Enter* "U.S. Forest Service Fire Website" *into the "Link label"' text box.* Click *"Add"* The link appears in the *"Article Related Link"* section. Notice the yellow feedback bar *"Resource successfully created".*

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	Click on the link to make sure that it works. *Click the "U.S. Forest Service Fire Website" link in the table.*
	To upload a file, click the "Article Related Files" bar. Then click the Select related files button and select the file that you want to upload. *Click the "Article Related Files" bar.* *Click the "Select related files" button* *Select "About Road Closures.docx"* Enter a title for the file into the Related file label text box and click the Upload button. *Enter "About Road Closures" into the "Related file label" text box.* *Click "Upload"* A link to the file appears in the "Article Related Files" section, click on it to make sure it works. *Click the link to the "About Road Closures" document.*
Highlighting Articles on InciWeb	To highlight an article on the InciWeb incident record home page, click the highlight button. *Click "highlight".* To discontinue highlighting an article on the InciWeb incident record home page, click the "Remove highlight" button. *Click "Remove highlight".*
The Images Screen	One of the most exciting changes in the reengineered InciWeb administrative site is that maps can now be uploaded as PDF files and we are working on enabling PIOs to upload short video clips as well.

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	Information about the types and sizes of image files that can be uploaded is included in the tool tip. *Place the cursor over the "Upload Media" button to show the tool tip text.* To upload images, indicate the type of image you want to upload, photo/video or map *Select "Photo/Video"* Then select the image you want to upload *Click the "Select Media" button. This will open a "Choose File to Upload" window where you can find your images, select FMT 1 and click the "Open" button.* The file name and type is displayed in a table. Enter a title for the image into the title text box *In the "Title" text box type "Practice Fire 100"* The next step is to check the copyright box – unfortunately, we are currently having the same problem seeing the copyright box that we had seeing the boxes in the Articles section, so for now just click on the "I agree" text and a box will appear. Remember this is a Beta version of the reengineered Inciweb administrative site! *Click on "I agree" and the outline of a checkbox will appear.* Then click the "Upload Media" button. *Click "Upload Media"* If you get a dialogue box saying that you have to acknowledge copyright, just click on the I agree text again.

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	Note the yellow feedback bar that says resource successfully created. The image will appear in the Media Details section where you can add a caption and descriptive text, like on the existing InciWeb administrative site. We will be adding tool tips to define what should be in a caption and descriptive text. Notice the pencils that we discussed earlier that indicate that cells can be edited. To enter a caption, just click in the caption cell, type in text, and either press Enter or Tab (Tab will take you to the descriptive text cell). *Click on the caption cell, type in MAFFS on the ramp, and press "Enter" or "Tab" to go to descriptive text cell.* Note the yellow feedback bar that says Update of caption completed for image Practice Fire 100. To enter descriptive text, just click in the descriptive text cell, type in text, and press "Enter" *Click on descriptive text cell, enter Military C-130 equipped with Modular Airborne Fire Fighting System (MAFFS) preparing for takeoff on the ramp at NIFC, and press "Enter"* You can highlight images on the public InciWeb site as in the existing InciWeb administrative site. To highlight an image, click the cell in the "Highlight on Home" column. *Click the cell in the "Highlight on Home column.* click the arrow that opens the drop down menu, select "Highlight on Home" and press Enter. *Click the arrow that opens the drop down menu, select "Highlight on Home" and press Enter.* As I mentioned, we are working on incorporating the

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	capability for users to view video on InciWeb so it would be great if you could try to upload a clip or two – video needs to be in MP4 format and for now while we are testing we would like to limit clips to 30 seconds. It would be very helpful if you could try to upload video shot on a variety of different devices, cameras, cell phones, ipads, etc. and if you could try to upload shots showing low action, like a tree on fire; medium action, like an interview or a firefighter or two working; and high action, like a helicopter or airtanker making a drop or a hotshot crew digging fireline. We will be working over the next couple of months to incorporate features required for Section 508 compliance, like the ability to upload a transcript.
The Links Screen	This is pretty straightforward. To create a link to a website, click *"add a link"* and enter the internet address for the link into the *"URL"* text box. *Click "add a link"* *Enter* www.nifc.gov *into the "URL" text box and click OK* Double click in the cell called New Link in the Link Label Column, enter a new title, and press enter. *Click in the cell called New Link in the Link Label column, enter "National Interagency Fire Center" and press enter.* Click the link to verify that it is working.
The Cooperators Screen	Just like on the current InciWeb administrative site, you can select from a list of existing cooperators and add new cooperators. Select any agency or unit in the *"Available Cooperators"* list and click *"Attach Cooperator To Incident".*

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	You will get a message in the yellow feedback bar that "The Incident Cooperator has been attached" and the name of the cooperator now shows up in the Cooperators Attached to this Incident List. To detach a cooperator from an incident, highlight the *"Cooperator Name"* and *click "Detach as Cooperator".* There are two ways to add a unit specific cooperator 1. *"Add A Cooperator"* will add it to the *"Available Cooperator"* list 2. "Add *New As Cooperator"* will add it to the list ***and*** attach it to the incident. *Click "Add A Cooperator"* Enter "Five Cities Fire Authority" in the *"Cooperator Name" text box.* Enter "FCFA" in the *"Abbreviation"* text box. Use the drop-down menu in the *"Agency Type"* text box to indicate the cooperator is a local organization. Enter "http://fivecitiesfireauthority.org" into the *"Website URL"* text box. Click *"Enter"*
The Boundaries Screen	Just like on the existing Inciweb administrative site, the *"Boundaries"* screen enables users to identify unit and state boundaries that an incident has crossed. Remember, Super Users are the only ones that can add jurisdictions to the available neighboring units and states lists. To identify jurisdictional boundaries that an incident has crossed, find the name of the unit in the *"Available Neighboring Units"* section and/or the name of the state in the *"Available Neighboring States"* sections and click "Attach."

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	Select any unit from the Available Neighboring Units section and/or any state from the Available Neighboring States section and click "Attach." The unit and/or state is added to the *"Neighbors (Unit and State boundaries this Incident has crossed")* section. Click "Detach" to detach the unit and/or state from the list of jurisdictional boundaries that the incident has crossed. *Select any unit or state from the Neighbors (Unit and State boundaries this Incident has crossed)section and click "Detach"*
The Tweets Screen	The reengineered InciWeb administrative site still includes a Twitter account. As you will recall, InciWeb automatically sends out tweets whenever you *"change"* or *"add"* an *"incident summary, article, photo,* or *map".* You can also compose your own tweet. To do that click "add tweet," type your text before the hashtag, then click "add tweet" *Click "add tweet", type "This incident is growing" before the hashtag, and click "add tweet."* *Note the yellow feedback bar that confirms that the incident tweet has been posted.* Your tweet will appear in the table below. To remove a tweet, highlight it and click "delete tweet".
The Groups Screen	Just like on the existing InciWeb administrative site, the *"Groups"* screen allows you to join multiple incident records into a group. The name of the incident record that you are currently working in will automatically be assigned the name of the group and will appear next to the *"Group Parent"* label.

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	To join a group as one of the "children," look at the list of groups in the Group Name column, select the one you want to join, and click "Join group". *Select the name of any group in the Group Name column and click "Join group."* Note the yellow feedback bar that confirms that the incident has been added to the selected group. Click *"leave group"* to remove an incident from a group. *Click "leave group"* Note the yellow feedback bar that confirms that the incident has been removed from the selected group. To create a group, click the arrow to the right of "Create Group Type", select the type of group you are creating - "Complex, Theater, Related, or Unified Command" – and click "create." *Click the arrow to the right of "Create Group Type," select "Complex," and click "create."* Note the yellow feedback bar, The Incident Group has been created. Now, other incidents can join the group as *"children"* or members. To delete a group, click "delete group."
The Redirect Screen	Finally, as on the existing InciWeb administrative site, you can redirect InciWeb visitors to other incidents that have been created for your unit or for neighboring units. Just find the name of the incident that you want to redirect InciWeb visitors to, select it, and click "redirect to". *Select any incident in the list and click "redirect to".* Note the yellow feedback bar The incident redirect

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	has been created.